

# Courtney Caputo

---

1283 Highbluff Ave, San Marcos, CA 92078 • (760) 889 2842 • courtneycaputo@gmail.com

## Profile

Finance and Accounting Manager with seven years of experience in the Medical Device industry. Proven track record of providing high quality work that drives business decisions. Strong background in analytical problem solving, budgeting, Executive presentations, and strong ability to successfully collaborate in cross-functional teams.

## Experience

### **Breg Inc - September 2013-Present**

\$270M Orthopedic Bracing company specializing in manufacturing, distribution, and Insurance Billing with 1,000+ employees across the globe

#### **FINANCE MANAGER — DECEMBER 2018-PRESENT**

- Owned Global FP&A function for Revenue, Pricing, Product Margins, Commissions, and Commercial OPEX. Extensive partnership with Executive Leadership team.
- Improved budget process for product margins across company's multiple revenue sources, turning a \$6M budget variance from previous year into a highly predictable model
- Partnered with Sales Operations team and Sales leadership on understanding key operational drivers of Domestic and International Revenue performance to create annual Revenue budget and monthly forecast
- Performed detailed analysis on \$3M YoY margin decline that allowed Sales Leadership to develop targeted improvement initiatives
- Led improvement and standardization of slides resulting in exceptional annual BOD budget presentation from during first budget cycle with the team
- Provided Executive decision support on new product line development by partnering with Marketing and R&D to create full P&L financial model with sensitivity analysis
- Created daily management dashboard to consolidate reporting metrics from Distribution, Sales, Customer Care, Billing Operations, and Manufacturing during COVID-19 pandemic to monitor daily performance
- Partnered with IT to automate various reports for Sales and Operations teams in Power BI which helped drive improvements to achieve budget targets
- Reviewed monthly OPEX and Commissions spending with department owners and drove savings to ensure departments were on budget
- Analyzed monthly financial results and prepared slides for monthly and quarterly Board of Directors meetings
- Created detailed product Revenue budget down to sku level to provide to Operations team for manufacturing and supply chain planning
- Recorded video training modules for monthly revenue analysis that allowed Analysts to perform standard monthly reporting

#### **ACCOUNTING MANAGER — SEPTEMBER 2016-DECEMBER 2018**

- Owned Accounting function for Insurance Billing business including Revenue recognition, Accounts Receivable, and Consignment Inventory and managed team of employees including a staff accountant, financial analyst, and remote inventory operations employees
- Performed deep dive analysis of collections data that led to \$2M write up of Revenue
- Successfully implemented new processes for consignment inventory to mitigate material weakness of internal controls which led to an improvement from \$1.1M to \$0.3M annual shrink
- Created consignment inventory cycle count schedule for over 2,000 locations in Hospitals and Orthopedic Clinics across the US and managed relationship with 3rd party count company

- Provided detailed schedules of management adjustments to EBITDA and bridged Management to GAAP financial statements for CFO
- Partnered with IT and created automated Inventory Shrink reporting for Sales and Commercial teams
- Prepared monthly and quarterly Bank and Investor reporting packages
- Drove initiative for consignment inventory process alignment across 22 regional Patient Service Center locations

#### **SENIOR ACCOUNTING ANALYST — JULY 2015-SEPTEMBER 2016**

- Performed month-end close activities including review and analysis of balance sheet and income statement accounts
- Improved month-end close processes to help department initiative to shorten a 10 day close down to 3 days
- Analyzed Insurance Billing collection rate, recommend appropriate AR reserves, and prepared audit schedules
- Worked closely with remote Revenue Cycle Management team in India and Texas on processes for billing insurance claims and subsequent cash posting
- Partnered with Senior Director of Revenue Cycle Management to provide management reporting on collection performance and claim denial management
- Developed reconciliation between billing software and Oracle and owned accuracy of data
- Created management cash flow reporting to better illustrate company's cash flow with respect to M&A activity and on-going operations
- Worked on cross-functional team that completed successful integration of acquired company into Breg's ERP system and established strong relationships with acquired employees

#### **INVENTORY ANALYST/SENIOR INVENTORY ANALYST — SEPTEMBER 2013-JULY 2015**

- Prepared consignment inventory count reconciliation for over 800 locations in Hospitals and Orthopedic Clinics across the US
- Analyzed count results and report inventory shrink metrics to VP of Operations and CFO
- Calculated required consignment inventory shrink reserve and prepare audit schedules to support analysis
- Represented Accounting department as member of User Acceptance Testing team for large scale technology implementation
- Independently learned Inventory module in Oracle and coordinate with IT on Oracle customization for automated cycle count reconciliation

#### **RPR Partners**

##### **TAX STAFF – SEPTEMBER 2011-SEPTEMBER 2013**

- Tax preparation and consulting for companies owning commercial and residential real estate
- Estate planning for high net worth individuals

#### **Education**

University of California, Santa Barbara — B.A. Business Economics with Accounting Emphasis 2011

#### **Other Information**

Proficient in Microsoft Office, Oracle, Adaptive Planning, COGNOS, PowerBI